


Making an Online Gift


1. Select how you would like to give:


Type and Amount → Designations → Verification → Finished


Please select your desired method of giving:

Your campaign provides the following options:

 Payroll Contribution

 Credit Card

 Check

 I do not wish to pledge at this time

Deduction Per Pay:

Pay Periods Per Year:

Total Annual Pledge:

☐ I wish to designate my gift

☒ I would like for my donation to be shared among all participating organizations

NEXT

CANCEL

As shown here, your payroll gift can be entered as an amount per pay period or a total annual pledge. Entering one amount calculates the other. Your pay period information has been input for you.

Here you can select if you would like to designate your gift. If so, you move on to make those selections. If not, you skip the designation page.

2. Make your designation selections:

Federations

Federation Name	Amount
Global Impact	\$0.00
Creating Healthier Communities of Texas	\$0.00
America's Best Charities	\$0.00
EarthShare of Texas	\$0.00
America's Charities	\$0.00
City Sponsored Agencies	\$0.00
Local Independent Charities of Texas	\$0.00

Agencies

If there is a specific organization you'd like to support, you may search for it here and add it to your designations.

Keyword

SEARCH

You may find a federation's member charities by clicking on the federation's name. You can also search for a charity in the search area (by keyword, zip code, charity code, or EIN).


Enter your amounts and click “Add.”

World Relief		←
World Renew ⓘ		←
World Vision	\$50.00	←

Agencies 1-35 of 35

ADD

CANCEL



3. Decide if or how you would like to be acknowledged:

Type and Amount → Designations → **Verification** → Finished

Please confirm your information below.

Donor names and addresses are to be released only to the federations or charities to which City employees authorize release.

* Individual Work Email

Austin@austintexas.gov

Main Address

Address Line 1:

123 Mockingbird Lane

Address Line 2:

City:

Austin

State:

Texas

Zip Code:

78701

Country:

United States of America

☐ I would like to receive an **acknowledgment** for my gift per my selections below:

☐ Share my **name** with my selected charities.

☐ Share my **address** with my selected charities. (If selected, you must complete the address fields above.)

☐ Share my **email address** with my selected charities.

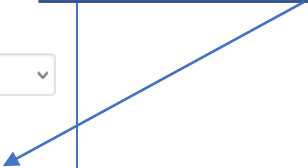
NEXT

PREVIOUS

CANCEL

Your email address is required because you will receive a confirmation email regarding your donation.

However, you have complete choice over what information is provided to your designated charities. Select what (if any) information you would like to be sent to your beneficiaries using the checkboxes on this page.



4. Review and confirm your gift:

Type and Amount → Designations → **Verification** → Finished

Please review your pledge and confirm it below:

Pledge Type:	Payroll Contribution
Transaction Type:	Employee Payroll
Pay Periods Per Year:	26
Deduction Per Pay:	\$5.00
Total Current Pledge:	\$130.00

Designated to	Amount
World Vision	\$50.00
Total Designated	\$50.00
Total Undesignated	\$80.00

☐ I would like to receive an **acknowledgment** for my gift per my selections below:
☐ Share my **name** with my selected charities.
☐ Share my **address** with my selected charities. (If selected, you must complete the address fields above.)
☐ Share my **email address** with my selected charities.

Confirmation page may take a few moments to display. Please click Confirm only once. Thank you.

CONFIRM

Your pledge will be recorded... Thank you!

PREVIOUS

Go back and change pledge information

CANCEL

Exit e-Pledge **(No pledge will be recorded).**

This screen reviews all of your selections. Please confirm that you are giving the way you intended, the *amount* you desired, and to the *organizations* you selected.

You can also double check your acknowledgement selections.

If you have any adjustments to make, please click “Previous” and make your corrections. If you wish to cancel your pledge entirely, click “Cancel.” If everything looks right, click “Confirm.”

Did you give via credit card? One more step!

Type and Amount → Designations → **Verification** → Finished

Please review your pledge and confirm it below:

Pledge Type:	Credit Card
Transaction Type:	Employee Fully Paid
Payment Type:	Credit Card
Total Current Pledge:	\$50.00

CONTINUE

Complete your pledge by entering your payment information on CyberSource.

PREVIOUS

Go back and change pledge information

CANCEL

Exit e-Pledge (No pledge will be recorded).

If you gave via payroll, you're all set! But if you gave via credit card, we need to collect a bit more information. Your screen will have you continue to CyberSource – our third-party credit card processor. By utilizing this processor, your information *will not* be stored, visible, or accessible in our database, keeping your information secure.

Payment Authorization

Payment Amount 50.00

Reference Number 43689-7780183

Billing Information

*First Name	<input type="text" value="Austin"/>
*Last Name	<input type="text" value="City Demo"/>
*Address	<input type="text" value="123 Mockingbird Lane"/> <input type="text"/>
*City	<input type="text" value="Austin"/>
*Country	<input type="text" value="United States of America"/>
*State/Province	<input type="text" value="Texas"/>
*Zip/Postal Code	<input type="text" value="78701"/>
*Email	<input type="text" value="Austin@austintexas.gov"/>

Payment Details

Payment Type	<input type="text" value="Credit Card"/>
*Credit Card Type	<input type="text" value="Discover"/>
*Credit Card Number	<input type="text"/>
*Expiration Date	<input type="text" value="09"/> <input type="text" value="2021"/>
*Card Verification Number(CVN)	<input type="text"/>

Items marked with an asterisk (*) are required

SUBMIT

This is the credit card entry screen to collect your card information – this information is kept entirely out of the database and is charged to your card.

Once finished...

You will receive a confirmation email. Keep this information for your tax filings. For payroll donors, keep this to submit with your final pay stub for the following year to prove that you donated the pledged amount.

Thank you so much for your generosity!

If you have any questions, please contact your coordinator.